

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA 11883 PD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Procurement Division, Policy Training and Customer Services Branch		POSITION NUMBER (Agency - Unit - Class - Serial)	
UNIT NAME AND CITY LOCATED E-Procurement Unit - West Sacramento		CLASS TITLE Staff Services Manager I	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 707 3 rd Street, West Sacramento, CA 95605	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-520-4800-925	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief, Policy, Training and Customer Services Branch, this position serves multiple functions by serving as the FI\$Cal project leader to coordinate, review and assign the work of others through a change management office and make decisions on behalf of the PD. The incumbent also serves as the Data Master for PD while acting as the supervisor over the PD FI\$Cal eProcurement Data Management Team (previously eP initiative team).			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
35%	<p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>ESSENTIAL FUNCTIONS In order to support the Procurement Divisions internal IT applications transition to the FI\$Cal system, and manage the PD eProcurement unit and eProcurement Help desk functions relating to FI\$Cal statewide Procurement Functionality, Cal eProcure, and State Contract and Procurement Registration System (SCPRS) Reporting functionality the incumbent will:</p> <ul style="list-style-type: none"> Track and provide reporting to management on Statewide SCPRS reporting compliance. Manage the SCPRS Upload Process Education and Resources (SUPER) outreach and training program to maximize Statewide Department Participation in the FI\$Cal SCPRS Upload. Develop methodologies to monitor and evaluate SUPER program effectiveness and implement adjustments when necessary. Maintain and Manage the Procurement Division Statewide Contracts Items Master File (IMF) to ensure data accuracy. Develop methodology and guidelines to monitor and evaluate external stakeholder access and use of IMF to ensure data accuracy and compliance with PD guidelines. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print) Renee Alexander		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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	<p>ESSENTIAL FUNCTIONS <i>(cont.)</i></p> <ul style="list-style-type: none"> Track and provide reporting to PD Management regarding the FI\$Cal Statewide Contracts IMF Coordinate regular meetings with PD staff and present SCPRS & Contracts Items Master File issues to impacted staff. Establish communication networks and vehicle within the PD and External Stake holders, such as Cal PIA and Department of Technology to communicate Statewide IMF updates Coordinate, compile and deliver training relating to stakeholders use of SCPRS upload and IMF upload functionality. Work directly with the SSM II as needed to receive consultation and coaching to address organizational issues. Provide council relative to administrative requirements, applicable governing codes, division/department policy, and state contracting rules and regulations to unit staff, Management within DGS, and other State Departments/Agencies relating to statewide procurement functionality in FI\$Cal. Identify and designate departmental subject matter experts for FI\$Cal SCPRS upload and IMF upload, by functional and technical subject matter area. Assign workload and provide complete direction on assignments and tasks using established laws, regulations, policies and procedures. Provide on-the-job training on job requirements, methods, priorities and deadlines using laws, regulations, policies and procedures. Make recommendations to Division management on FI\$Cal SCPRS & IMF functionality concerns or issues. Review, research data and provide input on, and make recommendations on other statewide E-Procurement System project documents, including schedule plans, training plans, implementation plans, decision documents, process workflows, billing data, etc..
25%	<p>In order to facilitate ongoing support of Procurement Division FI\$Cal Statewide Purchasing Functionality, the incumbent will:</p> <ul style="list-style-type: none"> Represent PD's statewide E-Procurement System by coordinating with and communicating FI\$Cal project related issues and information to the PD Branch Chiefs, and facilitate resolution of issues. Represent PD's statewide E-Procurement System by coordinating with and communicating e-procurement initiative related issues and information, including the PD Management Information System and Data Consolidation Project and the Pharmaceutical Management Information System, to the PD Branch Chiefs, and facilitate resolution of issues. Participate in the development of, facilitate program data gathering for, provide program review of, and make related recommendations to Division management of statewide Fi\$Cal project documents. Review and make recommendations to Division management on statewide E-Procurement System. Make recommendations on other statewide E-Procurement System project documents, including schedule plans, training plans, implementation plans, decision documents, process workflows, billing data, etc. Examine Public Records Act (PRA) requests for the statewide E-Procurement System to identify the types of documents required and establish timelines to meet all statutory and Division policies by retrieving and transmitting documents to the Division PRA coordinator and legal counsel. Provide reference information to other departments, websites, and resources related to the SCPRS and the state contracting process via telephone or email. Provide quality demographic and statistical information to management and the public by conducting an in-depth research and gathering relevant data from the eP system and other electronic resources and compile and present verbal and/or written results in an intelligible format.
15%	<p>In order to meet program goals and objectives, administer, direct, guide, and review the work of subordinate staff in accordance with DGS policies, procedures and processes for state procurement using Microsoft Office Products, and general office equipment to effectively, the incumbent will:</p> <ul style="list-style-type: none"> Communicate program goals and objectives. Establish performance expectations and requirements. Assign workload and provide complete direction on assignments and tasks. Provide on-the-job training regarding job requirements, methods, priorities, and deadlines. Schedule formal training necessary to perform tasks effectively. Train and counsel unit staff using team building methods. Assess the quality and workload performed and records to evaluate progress towards successful

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	completion of probationary period.
10%	<p>Administrative and Supervisory Responsibilities – Procurement Division</p> <p><i>Employee Leave Accounting</i></p> <p>In order to maintain accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time through the use of the Project Accounting & Leave (PAL) system and to effectively manage and direct subordinate staff in accordance with DGS policies and guidelines, Equal Employment Opportunity and MOU provisions, State Personnel Board and Department of Personnel Administration laws and rules, and established personnel policies, rules and regulations:</p> <ul style="list-style-type: none"> • Grants or denies subordinate staff requests for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Notifies the PD Timekeeper in writing to enter absent subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence without Leave (AWOL), etc. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO monthly payroll cut-off date in order to ensure issuance of correct payment via SCO payroll warrant on pay day. • Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct re-issuance of a SCO warrant that has been returned to SCO for late dock, issuance of correct overtime pay due to staff, and correct updating of leave balances.
10%	<p><i>Employee Performance</i></p> <p>In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, Equal Employment Opportunity and MOU provisions, and established personnel policies, rules, and regulations, the incumbent will:</p> <ul style="list-style-type: none"> • Identify performance expectations utilizing the Essential Functions Duty Statement, probationary reports and/or Individual Development Plans (IDP), and conveys expectations to the employee via written and verbal communication/direction. • Monitor performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provide feedback to employees on performance noting exceptional performance as well as areas of needed improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes.
5%	<p><i>Staffing Level Responsibilities</i></p> <p>In order to maintain adequate staffing levels to provide professional purchasing services in accordance with Section 14600 of the Government Code, the State Administrative and State Contracting Manuals, the incumbent will:</p> <ul style="list-style-type: none"> • Follow the PD Request for Personnel Action (RPA) process for recruitment to fill vacant or new positions. • Review the Essential Functions Duty Statement and organizational chart provided by the PD Personnel Liaison (PL) for accuracy on the specific position being recruited and revises the duty statement as necessary. • Conduct hiring interviews after verifying eligibility with the Office of Human Resources' (OHR) staff via the PD PL. • Advise all appropriate personnel of candidate selection/proposed hire securing departmental approvals, ensuring pre-hiring requirements (documents) are completed and cleared by OHR, and proposed start date has been communicated to PD-HR through email communication. • Communicate verbally or in writing with all non-selected candidates that a selection has been made. <p>MARGINAL FUNCTIONS</p> <p>Respond to internal/external requests for information through telephone, written correspondence or e-mail communication utilizing a personal computer and Microsoft Office suite of applications, including Word, Excel, Access, Project, Visio, and Outlook, or facsimile machine.</p>

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program (EEO) objectives; and a manager's role in the EEO Program and the processes available to meet EEO objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO Program objectives.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Familiarity with the State's Financial Information System of California (FI\$Cal) Project. • Familiarity with the statewide E-Procurement System implementation. • Familiarity with State IT project and procurement processes, including State Technology Approval Reform (STAR), Special Project Reports (SPR), and Post Implementation Evaluation Reports (PIER) requirements; and competitive, non-competitive, and Leveraged Procurement Agreements (LPA) methodologies/requirements; and project management methodologies • Knowledge of Public Contract Code, Government Code, and California Code of Regulations relating to State procurement; State Administrative Manual; State Contracting Manual; and State Information Management Manual • Historical knowledge of the Division's organization, programs, and IT applications, and a conceptual understanding of the Division's vision for the future. • Proficiency with personal computer, Microsoft Office Suite (including Word and Excel), Outlook, internet, MS Project, PowerPoint, Visio • Ability to write comprehensively, clearly, and succinctly using correct grammar, punctuation, and spelling • Ability to facilitate subject matter expert teams, gain business consensus for project scope, objectives, requirements, and recommendations. • Ability to communicate effectively with all levels of management and staff, including executives, management, peers, staff, attorneys, technology experts, and external customers • Excellent analytical skills to troubleshoot problems and to offer alternatives for problem resolution <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Ability to act independently and to be open-minded and flexible to other ideas and solutions • A demonstrated interest in assuming increasing responsibility • Positive attitude; dependable; leadership ability; mature judgment; loyalty; poise; tact; discrete • Ability to learn new technologies quickly and thoroughly • Ability to prepare effective reports • Ability to maintain required job schedule • Ability to focus attention on details and follow work rules • Ability to handle multiple tasks, be creative, highly motivated, and handle rapidly changing priorities <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Busy professional office environment requiring effective handling of multiple deadlines and sensitive issues • Daily use of phone, fax, copier, and general office and communication equipment

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	<ul style="list-style-type: none">• Frequent use of a computer and related software and the Internet at a workstation• Willingness to work overtime on occasional basis• Frequent travel and/or off-site meetings alone or with others locally and out-of-town for meetings, seminars, presentations, and training using various modes of transportation (i.e. taxi, car, airplane)• Occasional lifting and/or moving of IT equipment up to 30 pounds• Common eye, hand, finger dexterity is required for most essential functions• Standing or sitting in a seated position for extended periods of time